

APPENDIX L

CULLOMPTON TOWN COUNCIL

POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of an Extraordinary Committee meeting held on
Friday 8th June 2018 at 2pm in The Hayridge Centre

Present: Cllr James Buczkowski (in the chair) and Cllrs: Iain Emmett, Lloyd Knight and Martin Smith

Also Present: Mike Thompson.

1. APOLOGIES: Cllr Eileen Andrews.

2. CHAIRMAN: To appoint chairman for the meeting

RESOLVED: That Cllr Buczkowski is appointed chairman for this meeting. Proposed Cllr Iain Emmett seconded Cllr Martin Smith.

3. DECLARATIONS OF INTEREST: None.

RESOLVED: that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

CLLR LLOYD KNIGHT JOINED THE MEETING

4. MINUTES: The minutes of a meeting held on 2nd May 2018 were distributed and members were given the opportunity to read them.

RESOLVED: That the minutes of 2nd May 2018 are approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

5. STAFFING: To consider staff grievance report and agree way forward

RESOLVED: That the following steps are taken as a result of the Report and Recommendations of the Audit Sub-Committee;

- 1) Councillors are to be encouraged to ask questions 24 hours in advance of meetings, which will then be answered at the meeting. Other questions asked at meetings are to be directed to the chair of the meeting, who will respond if the information is readily available, otherwise a written response will be given within 10 days.
- 2) Any questions asked outside of meetings (Written, Email, Telephone) will be entered into a "Correspondence Book", if the Clerk is able to respond then they may do so and enter the response into the book. Otherwise the question will be passed to the most relevant committee to be responded to at the next meeting and an entry in the book made to confirm this. The Policy, Finance and Personnel Committee will review the "Correspondence Book" at each meeting.
- 3) That all chairs and vice chairs must attend the DALC Chairmanship course, so that all parties feel supported.
- 4) All questions raised in public question time must be submitted in writing (This has already been agreed by full Council).
- 5) That our Members Code of Conduct must be the current NALC model and if not, refer the matter to the Policy Review Working Group to adopt the current NALC model.

- 6) Any questions regarding staff activities or conduct should be directed to their line manager and a response will be given in writing.
- 7) The Mayor will remind all Councillors of their responsibilities under standing orders and the members code of conduct.
- 8) We take any accusation of bullying seriously, as we have identified that this is a complaint against a member, this is a code of conduct matter and it is for the MDDC monitoring officer to investigate and deal with as appropriate and it is for the complainant to refer the matter themselves.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

RESOLVED: That the clerk clarifies with employee 2 that councillors have not been told not to attend the cemetery while the employee is working there.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

RESOLVED: That the chairman of the meeting writes to the employees with the above outcomes of their grievances.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

The meeting was closed.

SIGNED: _____

DATE: _____